

Contact Hour Tracking Procedures

Consortium	Lakes Area Adult Education
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Policy guidance	From Minnesota ABE Policies website (www.mnabe.org/abe-law-policy/mn-abe-policies): <ul style="list-style-type: none">• Contact Hour Policy• Contact Hour Rounding Policy• Distance Learning Policy• GED/HiSET Testing Center Contact Hours Policy
Additional resources	Minnesota ABE Distance Learning website (www.literacymn.org/distancelearning)

Introduction

These procedures detail the local ABE consortium's contact hour tracking procedures used at all sites. These procedures describe how the consortium is complying with Minnesota ABE policies through outlining:

- How **daily contact hours** are counted and recorded in a reliable, accurate, and timely manner for intake, orientation, support service coordination, goal setting, assessment, evaluation, and any other time the student spends interacting with ABE staff or trained ABE volunteers to discuss or debrief learning.
- How **proxy hours** are counted and recorded in a reliable, accurate, and timely manner for approved distance learning products, ensuring that there is no double-counting of on-site contact hours and proxy hours.
- How **GED/HiSET testing hours** are accurately counted, and with which testing centers the consortium has a signed agreement.
- How contact hours and proxy hours are **monitored**, including how records are kept and evaluated.
- What **additional guidance** and procedures the ABE consortium has for local staff regarding contact hour tracking.

Daily Contact Hours Counting and Recording

Explain how daily contact hours are counted and recorded in a reliable, accurate, and timely manner for intake, orientation, support service coordination, goal setting, assessment, evaluation, and any other time the student spends interacting with ABE staff or trained ABE volunteers to discuss or debrief learning.

At all sites, the time a student spends working face-to-face with an instructor or staff member is recorded on a paper Student Sign-In Sheet. This includes time spent in intake and orientation, advising or student support services, goal setting, assessment testing, and daily attendance. These attendance sheets detail the dates and times a student has attended class, as well as comments about what the student has studied while in class. This information is submitted to the Program Assistant daily or weekly and is recorded in the SiD database. All time is rounded to the nearest quarter hour. Each site is listed as a sub-site in SiD, and different types of instruction (i.e., ESL, ABE, Intake & Orientation, GED testing, etc.) is listed as a separate class in SiD.

Proxy Hours Counting and Recording

Describe how proxy hours are counted and recorded in a reliable, accurate, and timely manner for approved distance learning products, ensuring that there is no double-counting of on-site contact hours and proxy hours.

To ensure greater accuracy, consistency, and timeliness of entering proxy contact hours, the consortium has appointed a Distance Learning Coordinator to oversee training, access, and implementation of all approved Distance Learning platforms used by the consortium. The Distance Learning Coordinator runs monthly proxy contact hours reports for each of the platforms that students are accessing. Proxy hours are calculated using the appropriate Proxy Hour Formula Spreadsheet, recorded in SiD, and shared with staff monthly. Reports are generated in accordance with specific MNABE Distance Learning policy in order to ensure accuracy. Teachers are responsible for encouraging their students to use distance learning platforms, for assigning specific content, and for monitoring progress.

All activities done on Distance Learning platforms are entered as proxy contact hours when a student works on a Distance Learning platform while at school, a notation is made on the sign-in sheet to prevent double-counting of hours.

GED Testing Contact Hours Counting and Recording

Describe how GED testing hours are accurately counted and with which testing centers the consortium has a signed agreement.

Lakes Area Adult Education operates a GED mobile testing lab through Pearson Vue testing services. Contact hours for GED testing are reported in a separate class in SiD. Per MDE policy, our consortium will collect the following contact hours for examinees:

- Reasoning through Language Arts: 180 minutes (3 hours)

- Mathematics: 150 minutes (2 hours, 30 minutes)
- Science: 120 minutes (2 hours)
- Social Studies: 105 minutes (1 hour, 45 minutes)

Monitoring and Record Keeping of Contact and Proxy Hours

Explain how contact hours and proxy hours are monitored, including how records are kept and evaluated.

All data is entered into SID within seven working days after the end of each month. The data is audited by the Program Assistant and the original sign-in sheets are retained for up to five years. All teachers and support staff receive training on recording attendance hours; refresher training is provided by the Program Assistant as needed.

Additional Procedures and Guidance

Describe additional guidance and procedures the ABE consortium has for local staff regarding contact hour tracking.

There are no additional procedures or guidance to note.